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ABSTRACT

The policies and procedures governing the relationships and responsibilities of administrative and faculty personnel are described in this 1974 edition of the manual. It is organized in four sections covering the governing body, the administration, academic personnel, and non-professional personnel. Duties of specific administrators are outlined, along with policies regarding leaves, travel, outside activities, and civil rights. Faculty policies are detailed for such concerns as appointment, promotion and tenure, evaluation, termination, retirement, teaching load, salary, fringe benefits, and compensation scales. Two appendices are included describing the Academic Senate and the academic policy. (LBH)

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HELLENIC COLLEGE
HOLY CROSS
GREEK ORTHODOX SCHOOL OF THEOLOGY

50 GODDARD AVENUE BROOKLINE, MASSACHUSETTS 02146

POLICIES AND PROCEDURES

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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HELLENIC COLLEGE

POLICIES AND PROCEDURES GOVERNING THE RELATIONSHIPS AND RESPONSIBILITIES OF ADMINISTRATIVE AND FACULTY PERSONNEL

This manual cannot be considered a complete, or completed, document. Hence its format, making it readily amendable from time to time by the substitution of pages or sections. This is proper to an institution that is alive, therefore always growing and changing.

To keep this manual current, insert new sheets as they are received, removing and destroying the ones they are meant to replace.

The handbook is arranged in lettered sections with the pages numbered by sections rather than in running sequence. Replacement pages will be identified in the same manner; they will also be dated so that you may be sure you are keeping the newest version.

Upon termination of your association with the College, this document is to be returned to the office of the President.

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PART ONE

THE GOVERNING BODY

THE BOARD OF TRUSTEES

Section A. 1

Ultimate authority in governing the institution rests with its Board of Trustees consisting of thirty-nine (39) members, one third elected annually for terms of three years. Without prejudice to accepted principles of academic freedom, it exercises final judgment in the appointment and termination and compensation of professional personnel.

The Board of Trustees concerns itself with all aspects of the life and operation of the institution: it is responsible for the financial stability of the College and is accountable for its financial management. It determines priorities for institutional development and, through such committees as it may deem necessary to structure, maintains relationships with administrative and academic personnel calculated to insure the orderly governance of the institution and its growth.

THE EXECUTIVE COMMITTEE

Section A. 2

For purposes of overseeing the ongoing business of the College, the Board of Trustees delegates general authority to an Executive Committee. The Executive Committee meets regularly with the chief executive officer of the institution and has broad powers of action on behalf of the Board.

In addition to its normal concern for the financial affairs of the College, development and maintenance of physical plant and other related matters, the Executive Committee functions as Committee for Academic Affairs and Personnel.

I. APPOINTMENT

1. Members of the Faculty are appointed by the Board of Trustees or its Executive Committee upon recommendation of the President of the College.

2. The rank, initial salary, term of appointment and other conditions of employment shall be stated in writing, in an official letter of appointment, to each person so engaged.

3. Initial appointment to a rank other than Assistant Professor, Associate Professor, or Professor shall be for not more than one academic year and shall terminate automatically unless renewed.

   Should it be the intention of the College to renew the contract for one additional year, such renewal of appointment shall be tendered by U. S. Mail no later than the second Monday in February prior to expiration of the existing contract.

   It is the appointee's responsibility to return the offered contract within three weeks of the date of mailing. If it is returned unsigned by the faculty member, or is not returned within the time specified, it will be assumed by the institution that the offer is not accepted. It cannot thereafter be accepted without consent of the President.

   In exceptional cases, and by mutual agreement expressed in writing, temporary appointments may be made for any length of time.

4. Initial appointment to the rank of Assistant Professor, Associate Professor or Professor shall be for one to three years. Renewal of appointment shall be governed by the following procedures:

   a. During the initial year of appointment a contract for a second year of service shall be tendered by the second Monday in February, or the College shall indicate in writing at that time its intention not to reappoint.

   b. During the second year notification of intent not to renew the appointment shall be given by December 15; otherwise a contract for the third year shall be tendered by the second Monday in February.

c. If the faculty member is not to be offered a contract for a fourth year of service, notification shall be given by June 15 following the second academic year; otherwise a contract for a fourth year shall be tendered not later than the second Monday in February.

II. RESIGNATION

A member of the faculty who is resigning voluntarily, must advise the President of the College in writing before March 15 of the year in which his appointment expires that such is his intention.

III. TENURE

When an appointment at the rank of Professor is renewed after three full academic years, or when a member of the faculty is promoted to the rank of Professor after three full academic years, the appointment becomes indeterminate, except where special written agreements are made. The faculty member will receive written notification that the appointment has become indeterminate. See specific regulations covering tenure in Part Three, Section C. 3.

IV. FORMAL REMOVAL

In the event it becomes necessary to take formal action for the dismissal of a member of the faculty, the following procedures shall be followed:

a. After consultation with the President, the Dean of the Faculty shall provide the faculty member concerned with a written statement setting forth the reasons his services are being terminated by the College.

b. The individual concerned shall be given a reasonable time (ten days) in which to reply in writing to the statement of the Dean.

c. The member involved shall be informed that it is his right to appear before the Academic Senate (or a committee of the Senate appointed at the discretion of its Chairman), if he so

desires, in order to present his own case. It is his right to present witnesses able to testify in his behalf.

d. The Senate, or its designated committee, shall also have the right to call witnesses to assist it in the objective adjudication of the case.

e. When there has been a full hearing of the case, the Academic Senate (or its committee) shall hear the recommendations of the Dean of the Faculty. It may vote concurrence or non-currence, and report its action the full Faculty for approval or disapproval.

f. The Dean shall put all pertinent data on the case before the President, including his own and the Senate's recommendations.

g. The President shall forward a summary of the proceedings to the appropriate committee of the Board with his recommendations. The action of the Board shall be final.

h. The procedure may be terminated at any point by the voluntary resignation of the faculty member in question.

V. RETIREMENT

All employees of instruction and administration shall retire at the end of the academic year in which they attain the age of 65 years. By vote of the Board of Trustees and, as to employees of instruction upon recommendation of the appropriate Dean and the President, extension of service beyond the normal retirement age of 65 may be allowed, such vote to be taken each year after the age of 65 has been attained.

PART TWO

THE ADMINISTRATION

THE PRESIDENT

Section B. 1

A. RELATIONSHIP WITH THE BOARD OF TRUSTEES

1. Serves as vice-chairman, ex officio, on the Board of Trustees and as Chairman of the Executive Committee and in the absence of the Chaiman of the Board, sets the agenda, convenes, and presides at all meetings.

2. Acts as the chief executive officer of the Board of Trustees, responsible to advise the Board on all matters pertaining to the educational and business practices of the institution.

3. Prepares the agenda for meetings of the Board of Trustees and of its Executive Committee.

4. Prepares for approval by the Board such policies and procedures as may be required for the orderly function of the institution.

5. Has responsibility to the Board, and derives authority from the Board, to implement such policies and procedures as the Board may from time to time adopt.

6. Prepares, with the aid of staff, and submits budget for approval of the Board of Trustees.

7. Recommends to the Board of Trustees the employment, promotion and removal of all professional and nonprofessional personnel of the College.

8. Recommends for approval of the Board of Trustees scales of compensation for personnel and is responsible to execute contracts with personnel reflecting such schedules.

9. Approves all reports originating with administrative staff and relays same to the Board of Trustees.

B. RELATIONSHIP WITH ADMINISTRATIVE STAFF

1. Maintains close and constant contact with senior officers of the College, especially through their collective function as the Administrative Staff.

2. Directs and coordinates the work of all divisions of the College in a manner calculated to accomplish its objectives and express its stated philosophy.

3. Issues such administrative manuals, directives and memoranda as will help insure highest effectiveness of all officers of the College.

4. Approves or disapproves all requests from personnel for leaves of absence.

5. Authorizes all travel by administrative personnel undertaken in the name of the College.

C. RELATIONSHIP WITH FACULTY

1. Works closely with the Deans of the Faculties in determining policies bearing upon the welfare of academic personnel.

2. Works closely with the Deans of the Faculties in formulating the educational objectives of the College and in developing the instructional programs accordingly.

3. Presides over regular meetings of the Faculties or authorizes the respective Deans to preside in his absence.

4. Appoints annually a representative of the Administration to the Academic Senate of the College.

5. Approves or disapproves all requests from academic personnel for leaves of absence.

6. Authorizes all travel by academic personnel undertaken in the name of the College.

7. Consults with Faculty, through Department Chairmen and the Academic Deans, concerning appointments and qualifications of candidates for appointment.

D. RELATIONSHIP WITH STUDENTS

While exercising care not to compromise the authority or diminish the effectiveness of any other officer of the College by permitting too ready access to his office by the student, the President never-

theless owes it to the community to hold himself available for conferences with individual students or representative groups of the student body: for complaints, for dialogue on issues touching on student welfare, for initiatives aimed at enhancing the life of the College.

E. RELATIONSHIP WITH THE LAY PUBLIC AND OUTSIDE AGENCIES

1. Assumes the ultimate responsibility for establishing and implementing an adequate program of public interpretation.

2. As the chief executive officer of the institution he must devote as much time as possible, consistent with the faithful and careful discharge of his administrative duties, before the various publics of the College: the Greek-American constituency, organizations, the press, civic organizations, parents' groups, etc.

3. Personally, or in some instances through a designated senior officer, he represents the College in its relationships with the accrediting agencies, i.e. The New England Association of Colleges and Secondary Schools and the American Association of Theological Schools, and with other bodies organized in the field of higher education.

4. Is ultimately responsible for proposals to State, Federal and private agencies looking to financial aid, and for records and statistics supporting such proposals.

5. Within the limits imposed by his primary administrative duties, and under the general policies laid down by the Board of Trustees, he directs his public efforts toward the raising of funds for the support and growth of the College.

Reports to the President.

A. RELATIONSHIP WITH THE PRESIDENT

1. Serves as a member of the Administrative Staff and such other committees as requested by the President

2. Under the direction of the President has general oversight of all financial and business activities of the College.

3. In consultation with the President exercises control over the College budget.

4. Prepares financial reports for the President and the Board of Trustees.

5. Recommends to the President the employment of all non-professional staff.

B. RELATIONSHIP WITH EMPLOYEES OF THE COLLEGE

1. Has administrative supervision over nonprofessional employees not accountable directly to the President or the Deans.

2. Has general oversight and responsibility for the operation of Food Service, and maintenance of all college facilities and buildings; reports related needs to the President; directs the work of maintenance staff.

3. Conducts in-service training for custodial, secretarial and clerical personnel.

4. Prepares manuals or regulations governing personnel policies such as holidays, sick leave, vacations, etc.

5. Reviews all contractual relations prior to completion, in consultation with legal counsel to the Board of Trustees.

C RELATIONSHIP WITH THE TOTAL INSTITUTION

1. Insures that proper and adequate procedures exist for accounting, collection and disbursement of funds

2. Is responsible to maintain adequate insurance coverage of physical plant and contents, maintaining an inventory of plant assets.

3. Approves all purchase orders supported by requisitions, and contracts for goods and services on behalf of all departments of the institution.

4. Oversees food service to the College, negotiating initial contracts and evaluating performance and quality.

5. Maintains a close liaison with the Director of Student Life as regards employment of students on campus.

D. RELATIONSHIP WITH THE LAY PUBLIC AND OTHER AGENCIES

1. Coordinates and reviews all proposals for state and federal aid under the various Titles of the Higher Education Act, when appropriate executes such proposals.

2. Oversees the maintenance of mailing lists and such items as are related to prosecuting the promotional objectives of the institution.

3. Accompanies the President to meetings of the Board of Trustees and its Executive Committee.

THE DEAN OF THE FACULTY OF THE COLLEGE

Section B. 3

Reports to the President.

A. RELATIONSHIP WITH THE PRESIDENT

1. Recommends to the President the appointment of professional personnel for the College, basing such recommendations on judgments forwarded by Department Chairmen and the Academic Senate.

2. Works closely with the President in determining policies bearing upon the welfare of the faculty.

3. Serves as a member of the Staff.

4. Represents the President at professional and other meetings as requested by the President.

5. Recommends to the President the names of students eligible to receive the degree from the College.

B. RELATIONSHIP WITH FACULTY

1. Directs, in conformity with general College policy and philosophy, the instructional program of the Faculty of the College.

2. Exercises general oversight of curriculum for all the departments of the College, conducting continuous evaluation of faculty effectiveness through conferences, class contacts, and other normal methods of evaluation.

3. Chairs the Curriculum Committee of the Faculty, as the person responsible for framing the objectives of the curriculum, and interprets these objectives to the entire faculty.

4. Directs and assists the various departments in developing syllabi for courses offered within each department.

5. Determines, in consultation with department chairmen, the budgetary needs of each department and makes recommendations accordingly.

6. Receives all proposals for faculty travel from department chairmen and recommends, subject to budgetary allowances, for final approval by the President

7. Supervises the academic content of the College catalog and assists in its publication.

C. RELATIONSHIP WITH OTHER ADMINISTRATIVE STAFF

1. Works closely with the Business Manager in preparing the budget.

2. Maintains constant contact with the Registrar to insure the effectiveness of the Academic Policy. In consultation with the Registrar has general responsibility for examination and class schedules.

3. Maintains a close working relationship with the Director of Student Life, helping to insure a healthy climate for students.

4. Receives applicants' folders from the Admissions Office for review and final approval.

D. RELATIONSHIP WITH LAY PUBLIC AND OUTSIDE AGENCIES

1. Coordinates activities of an academic nature necessary toward achieving and maintaining accreditation by the New England Association of Colleges and Secondary Schools as well as state and federal higher education agencies.

2. Cooperates with other staff members in the preparation of publications for promotion and information.

3. Plans and executes the recruitment program of the College.

Reports to the President.

A. RELATIONSHIP WITH THE PRESIDENT

1. Serves as a member of the Administrative Staff and such other committees as requested by the President.

2. Recommends to the President, based upon recommendations forwarded by the Faculty through the Academic Senate, the appointment of professional personnel for the School of Theology.

3. Works closely with the President in determining policies bearing upon the welfare of the Faculty.

4. Represents the President at professional and other meetings upon request.

5. Recommends to the President the names of students qualified to receive the degree from the School of Theology.

B. RELATIONSHIP WITH FACULTY

1. Directs, in conformity with general College policy and philosophy, and in fidelity to the doctrine and canons of the Greek Orthodox Church, the instructional program of the Faculty of Theology.

2. Exercises general oversight of the curriculum and, through conferences, class contacts and other normal methods of evaluation, conducts continual assessment of teaching effectiveness.

3. Chairs the Curriculum Committee of the Faculty, as the person responsible for framing the objectives of the curriculum, and interprets these objectives to the Faculty.

4. Directs and assists the various departments in developing syllabi for courses of instruction.

5. Receives all proposals for faculty travel and recommends, subject to budgetary allowances, for final approval by the President.

6. Supervises the academic content of the catalog for the School of Theology and assists in its publication.

C. RELATIONSHIP WITH OTHER ADMINISTRATIVE STAFF

1. Works closely with the Business Manager in preparing the budget for the School of Theology.

2. Maintains constant contact with the Registrar to insure effectiveness of the Academic Policy. Arranges examination and class schedules in consultation with the Registrar.

3. Maintains a close working relationship with the Director of Student Life to help insure a healthy climate for students.

4. Receives applicants' folders from the Office of Admissions for review and final approval of candidates for the School of Theology.

5. Maintains direct and constant liaison with the Chaplaincy.

D. RELATIONSHIP WITH LAY PUBLIC AND OUTSIDE AGENCIES

1. Coordinates activities of an academic nature necessary toward achieving and maintaining accredited membership in the American Association of Theological Schools.

2. Undertakes, whenever possible, such public appearances and speaking engagements as will help interpret the aims and needs of the School to the general public.

3. Plans and executes the recruitment program of the College.

Reports to the President.

A. RELATIONSHIP WITH THE PRESIDENT

1. Serves as a member of the Administrative Staff and such other committees as requested by the President.

2. In cooperation with the President and the Academic Deans, exercises general supervision over all noninstructional student matters.

B. RELATIONSHIP WITH ADMINISTRATIVE AND ACADEMIC PERSONNEL

1. Maintains a close working relationship with the Office of the Registrar and serves ex officio on the Admissions Committees of both schools.

2. Maintains direct contact with the Business Manager in two principal areas concerning students: (a) financial aid; (b) College Work Study Program.

3. Works closely with the Business Manager in matters pertaining to public and private aid to students; especially in the preparation of reports and proposals to the U.S. Office of Education and its State Commission.

4. Maintains constant liaison with the Chaplaincy and other counseling and disciplinary bodies of the College with an aim to anticipating student needs rather than dealing with problems after they arise.

5. Chairs the Disciplinary Committee of the College and maintains all records.

6. Provides the Registrar with such data as are pertinent to the maintenance of complete and accurate files on each student.

C. RELATIONSHIP WITH THE STUDENT BODY

1. Has general responsibility for preparing and circulating the Student Handbook, in consultation with administrative and academic staff.

2. Supervises attendance, other than class attendance, and maintains files on leaves of absence.

3. Has sole responsibility for approving campus leaves.

4. Has general responsibility for resident student welfare:

   a. Makes room assignments and maintains records of keys.

   b. Supervises distribution of linens.

   c. Insures cleanliness of residence halls.

   d. Conducts regular inspection of rooms to insure the maintenance of proper standards and keeps inventory of contents and furnishings assigned to students.

5. Has general oversight of student life on campus:

   a. Supervises student government.

   b. Helps special interest clubs in furthering their activities.

   c. In consultation with the Instructor of Physical Education coordinates the inter-collegiate and intramural athletic programs of the College.

   d. Insures that Student Activity fees are expended for student activities and functions, coordinating the disposition of such funds in cooperation with student officers.

6. Oversees the operation of the infirmary in close cooperation with the College Physician and infirmarians. Receives sick reports from the latter and verifies excusable absences for the Registrar.

7. Selects, trains and directly supervises the Resident Advisors, defining their functions and receiving their reports.

8. In consultation with the Registrar and the School Physician, the Staff and the two Faculties, devises and implements appropriate testing programs for both entering and continuing students to help determine academic, emotional and vocational characteristics.

9. Coordinates all programs of financial aid to students:

   a. Secures confidential financial statements from parents

of applicants for student aid, and evaluates same.

b. In consultation with the Business Manager determines amounts and forms of aid to individual students.

c. On basis of need approves applicants for College Work Study and makes job assignments; maintains records of such work done and transmits same to the business office.

10. In consultation with the Registrar and Academic Dean coordinates orientation programs for incoming students.

11. Is responsible for disseminating and interpreting College rules to students.

12. Is responsible for notifying students of action taken by any College committee affecting the students' standing in the College.

13. When indicated, is responsible for corresponding with parents or guardians of students, notifying them of such actic...

Reports to the President.

A. RELATIONSHIP WITH THE PRESIDENT

1. Serves on the Administrative Staff and such other committees as the President may request.

2. Coordinates with the President plans for recruitment of new students.

3. Keeps the President informed as to enrollment projections and all other factors pertinent to the growth of the student body.

4. Provides regular reports related to academic standing of students of both schools.

B. RELATIONSHIP WITH ADMINISTRATIVE AND ACADEMIC PERSONNEL

1. Maintains close working relationship with the Academic Deans in establishing and maintaining criteria for admission.

2. Works directly with the Director of Student Life,, exchanging such data as are required to maintain complete and orderly records on individual students.

3. Convenes the Admissions Committees of both schools and provides members with full documentation on applicants.

4. Maintains close liaison with the Business Manager and the Bursar with respect to tuition and other charges.

5. Has the general responsibility for establishing and implementing procedures for the College Registry:

   a. Makes up class schedules in consultation with the Academic Dean.

   b. Officially registers all students.

   c. Maintains in safe keeping and good order the academic records of each student.

   d. Provides official transcripts of academic records in response to proper requests from other institutions or students.

6. Has general responsibility for establishing and carrying out procedures for admission of students:

   a. Maintains contact with secondary schools through guidance counselors and other officers, making known the character and objectives of the College.

   b. Provides interested persons with the catalogue and other pertinent information about the College and its program.

   c. Provides applicants with all necessary materials and conducts correspondence through final acceptance or rejection.

C. RELATIONSHIP WITH STUDENTS

1. Maintains regular office hours for student interviews to provide guidance to the individual student and keep him advised of his academic standing.

2. Keeps careful watch on student absences, both excused and unexcused, and alerts any student who is in danger of failing a course or courses by reason of excessive absences.

3. Provides direction for students in seeking out faculty advisors and interpreting program requirements, etc. Anticipates, insofar as possible, potential problems of individual students in meeting graduation requirements and advises accordingly.

4. Evaluates credits transferred by students from other institutions to determine classification.

5. Prepares reports of grades following each grading period and distributes same to all students.

THE CHAPLAIN Section B. 7

Reports to the President

A. RELATIONSHIP WITH THE CAMPUS COMMUNITY

1. Is responsible for the spiritual life of the School.

2. Is responsible for the liturgical life of the school. He plans for all religious services to be celebrated in the campus Chapel and assigns priests, deacons, chanters, sacristans and acolytes.

3. Organizes, with the help of the Spiritual Life Committee, school-wide retreats at least twice a year (Christmas Lent and Great Lent), to the benefit of all the students.

4. Is the co-ordinator of all efforts made by the clergy-personnel of the School, known as "Spiritual Fathers" to the students, toward the betterment of the student's spiritual life.

5. Is available for confession and spiritual counseling to all students on a day-to-day basis.

6. Co-ordinates the School's concern and obligation for the spiritual life of its students by assigning a spiritual father to each Seminarian and all other students who express a need for this service.

7. Participates, as the representative of the President, in all meetings of the Staff and Faculty which deal with student evaluations. In this capacity he evaluates the student from a spiritual point of view, and makes recommendations to the proper personnel and authorities.

Reports to the President and the Academic Deans.

A. RELATIONSHIP WITH THE PRESIDENT

1. Coordinates and submits to the President for inclusion in the institutional budget requests for acquisition funds and funds for materials and supplies.

2. Recommends to the President for employment candidates for both professional and nonprofessional positions in the libraries.

3. Assists the President in securing public and private funds for enriching the collections.

4. Makes periodic reports to the President on library use and other related matters.

5. Provides research and consultative support to the President in the planning of library facilities or the expansion or modification of existing ones.

6. Provides supportive documentation to the President in the preparation of proposals for funding under the Library Resources Program of the Federal Government.

B. RELATIONSHIP WITH ADMINISTRATIVE PERSONNEL

1. Prepares and submits to the Business Manager reports on the condition and needs of the physical facilities of the library in anticipation of budget preparation.

2. Submits to the Business Manager requests for emergency repairs and services.

3. Works with the Director of Student Life in enlisting student library assistants under the College work study Program.

4. Works with the Director of Development and Information Services by providing access to archival materials, assisting in the acquisition of audio-visuals, etc.

5. Provides counsel and direct assistance in the operation of of the College bookstore.

6. Has overall responsibility for the program and operation of the libraries and supervises the assistant librarians and clerical staff.

C. RELATIONSHIP WITH ACADEMIC PERSONNEL

1. Consults with the Deans of the Faculties in the formation of their respective Library Committees and chairs the meetings and directs the concerns of such committees.

2. In consultation with the Academic Deans and Department Chairmen coordinates the purchase of books other than textbooks.

3. Submits to the Academic Deans periodic analyses of the needs of the libraries as viewed by himself, e.g. journals, reference works, etc.

4. Attends meetings of Department Chairmen on invitation of the appropriate Dean.

5. Attends all faculty meetings with full faculty standing.

6. Notifies faculty members of the receipt of new books and other library resources.

D. RELATIONSHIP WITH THE STUDENT BODY

1. Encourages the productive use of the libraries by maintaining a pleasant and purposeful atmosphere.

2. Protects the integrity of the collections by exacting vigilant habits from assistants in the circulation of books.

3. Exercises extreme care in the matter of reference works leaving their immediate location.

E. RELATIONSHIP WITH THE LAY PUBLIC AND OUTSIDE AGENCIES

1. Maintains membership in professional associations and. whenever possible, attends conferences of such bodies as the American Theological Librarians.

2. Maintains vigilance with respect to accreditation standards for libraries and calls attention of appropriate College officers to areas of weakness.

3. Acknowledges and evaluates all direct gifts to the libraries.

4. Provides initiative in mounting and prosecuting fund-raising efforts in behalf of the libraries.

THE DIRECTOR OF DEVELOPMENT AND INFORMATION SERVICES

Reports to the President

A. RELATIONSHIP WITH THE PRESIDENT

1. Serves as a member of the Administrative Staff and such other committees as requested by the President.

2. In consultation with the President, sets out a comprehensive schedule of new fund raising programs to meet the financial requirements of the institution.

3. Seeks public and private funds for advancing the objectives of the institution.

4. Maintains ongoing fund raising programs and makes recommendations accordingly.

5. At the direction of the President, undertakes public appearances to help interpret the aims and needs of the institution.

6. As requested by the President, coordinates special events of the College, e.g., banquets, benefits, lectures, convocations, exhibitions, with emphasis on the publicity value of such events.

7. In consultation with the President, sets out a comprehensive calendar of events for the academic year and disseminates information, within and without the College community, regarding such events.

8. Coordinates and schedules the calendar celebrations pertinent to the cultural, social, and educational program of the institution.

9. Directs the Volunteer services and schedules for comprehensive public relations programs.

10. Follows general guidelines for press and information efforts and coordinates these with the public news media.

11. Receives, as requested, visitors to the campus and arranges tours of its facilities.

DIRECTOR OF DEVELOPMENT AND INFORMATION SERVICES (Continued)

B. RELATIONSHIP WITH ADMINISTRATIVE AND ACADEMIC PERSONNEL

1. Maintains close contact with the offices of the Academic Deans with a view to assisting in recruitment efforts.

2. Maintains close contact with the offices of the Registrar and Director of Student Life with a view to reporting newsworthy items concerning students.

3. Is alert to the publicity value of actions taken at meetings of the Executive Committee and the Board of Trustees, clearing for dissemination as indicated above.

4. Follows closely the scholarly and professional activities of faculty members and develops press articles in such a manner as to reflect credit on the college.

5. Personally observes academic, athletic and cultural events and reports such to the press.

6. Maintains a complete file of photographs and other graphic materials as a common resource to the College.

C. RELATIONSHIP WITH STUDENTS

1. Strives to maintain close contact with special interest groups on campus and Student Council with a view to reporting matters of interest to the total College community.

2. Assist in the preparation and publication of student publications and is a permanent representative of the President on the Publications Board.

D. RELATIONSHIP WITH THE LAY PUBLIC

1. Maintain an Office of Information Services to which inquiries of a general nature may be directed.

2. Develop the best possible relations with the news media by means of direct contact, press conferences as approved by the President, and quality releases.

3. Insure frequent contact between the College and its various close important publics through distribution of such publications to:

DIRECTOR OF DEVELOPMENT AND INFORMATION SERVICES (cont'd)

a. Members of the Board of Trustees

b. Members of the Archdiocesan Council

c. Alumni

d. Honorary Alumni

e. The President's Council

Reports to the Business Manager

A. RELATIONSHIP WITH THE BUSINESS MANAGER ATION

1. Provides the Dean wtih all information required in the preparation of regular financial reports.

2. Maintains all books of accounts and other fiscal records in accordance with normal practice and as directed by the Dean.

3. Places income in depositories and withdraws funds under authorization of the Business Manager, making payment by check of amounts due, or payment in cash under limitations of the petty cash policy.

B. GENERAL RESPONSIBILITIES

1. Distributes payroll in accordance with prescribed procedures.

2. Prepares reports as required by the Internal Revenue Service and other agencies.

3. Prepares regular financial statements of income and expenses as well as statements covering special projects or funds as required.

4. Collects student fees and maintains records of student accounts.

5. Prepares all purchase orders when supported by requisitions signed by authorized personnel.

6. Processes accounts payable, providing verification of price and satisfactory delivery, and prepares checks for authorized signature in payment of same.

7. Prepares and provides all information and documentation as may be required by appointed auditors.

A. GENERAL VACATION POLICY

Requests for vacation periods are channeled through the office of the Dean of Administration who also has responsibility for coordinating vacation absences so as not to impair the orderly function of the institution.

Generally speaking nonprofessional personnel have two weeks of vacation annually after one full year of service; three weeks annually after two full years of service as of June 30.

Vacation time is calculated more specifically in accordance with the following rules:

1. During the first two years of employment, vacation time accrues at the rate of 5/6 of a working day for each month of service. Thereafter, vacation time accrues at the rate of 1 and 1/4 days per month of service.

   Any fraction equal to or exceeding 1/2 day is considered a full day.

   Any fraction representing less than 1/2 day is not considered.

   An employee engaged on or before the 15th of the month is credited with a full month's service for that month.

2. Vacation time accrues from July 1 through June 30.

3. An employee who has served less than three months as of June 30, is not entitled to vacation time in that year.

4. The normal vacation period is from June 1 to Labor Day. Vacation time must be used during the current calendar year unless in the judgment of the President or the Dean of Administration postponement will serve the interests of the College.

5. Payment of salary will not be authorized in lieu of vacation.

6. Vacation time may not be used in advance.

7. Vacations will be planned to insure normal flow of work; however, department heads will make every effort to accommodate employees. Length of service often will serve as the most equitable means of assigning priority in the event of conflict in the choice of vacation periods.

B. VACATIONS OF SENIOR OFFICERS

1. First echelon administrative personnel are entitled to four (4) weeks vacation each year starting with anniversary of the contract. This applies to the following:

   a. President

   b. Dean of Administration

   c. Deans of the Faculties

   d. Dean of Students

   e. Registrar-Director of Admissions

   f. Librarian

2. Vacations normally will be taken during the period outlined above; however, exceptions may be made with the consent of the President.

3. Vacations are not cumulative.

4. Payment of salary will not be authorized in lieu of vacation.

C. HOLIDAYS

1. College offices will be closed on recognized legal holidays as observed in the Commonwealth of Massachusetts, specifically the following:

   New Year's Day
   Washington's Birthday
   Decoration Day
   Independence Day
   Labor Day
   Veterans' Day
   Thanksgiving Day
   Christmas
   Good Friday (half-day, according to individual employee's faith)

2. Days listed in the College calendar as school holidays are not necessarily observed as holidays by staff.

3. College offices will close at 1:00 P.M. on any working day immediately preceding Christmas and New Year's Day.

4. When Christmas and New Year's Day occur on a Tuesday, the preceding Monday will be observed as a holiday except for essential services. The preceding Friday in each case will be a full working day. When Christmas and New Year's Day occur on a Thursday, the following Friday will be a holiday except for essential services.

A. LEAVE TO ATTEND PROFESSIONAL MEETINGS

With the approval of the President, administrative personnel may be authorized to attend conferences and other meetings likely to enhance professional standing and contribute to the advancement of the College.

B. SICK LEAVE

1. During the first year of employment full-time personnel will earn sick leave at the rate of 1/2 day for each full month of service; thereafter, at the rate of one (1) day for each full month of service, cumulative to no more than 54 working days.

2. In cases of extended sick leave a medical statement may be required.

3. Time off for ordinary medical or dental treatment is charged to sick leave; however, medical examinations required by the College will not be charged to the employee's accrued leave.

4. No payment will be made for unused sick leave.

5. Terminating employees will not be entitled to extra pay for unused sick leave.

C. LEAVE FOR ILLNESS OF FAMILY MEMBER

1. Subject to approval by the President or Dean of Administration, an employee may be granted two (2) days' leave without loss of pay in the event of serious illness of a member of the immediate family, such time to be deducted from the employee's regular sick leave.

2. Immediate family in this instance is interpreted to mean: wife, husband, child, father, mother, sister or brother of the employee, or other relative living regularly within the employee's immediate household.

D. BEREAVEMENT LEAVE

1. Bereavement leave, up to three (3) days per occurrence, will be allowed without loss of pay for death in the immediate family.

2. Immediate family in this instance is interpreted to mean: mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother or sister of the employee, or other relative living regularly within the employee's immediate household.

3. Bereavement leave of two (2) days per occurrence will be allowed without loss of pay in the event of the death of one of the following members of the employee's family: sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandfather, grandmother or grandchild.

E. LEAVE FOR REQUIRED COURT APPEARANCE

No deductions will be made for any employee ordered to appear in court as a witness (personal business excluded) or to serve as a juror.

F. LEAVE FOR PERSONAL OR BUSINESS REASONS

An employee who is absent for personal benefit will be subject to loss of salary for each day's absence. Such absence must be approved in advance by the President or the Dean of Administration.

A. CAR ALLOWANCE

Administrative personnel using their personal automobile on College business, with prior approval of the Dean of Administration, are reimbursed at the rate of .09¢ per mile. Payment will be made against vouchers approved by the College.

B. OUT OF DISTRICT TRAVEL

1. Out of district travel by personal automobile will be reimbursed at the rate of .08¢ per mile under the foregoing conditions.

2. Travel to distant points will be reimbursed on the basis of coach/economy air fares plus cost of premium for flight insurance. Personnel may elect other means of transportation, but in no case will additional expenses be paid because of the selection of an alternate conveyance.

3. Personnel planning to travel by commercial transportation will obtain from the Bursar a travel tax exemption certificate.

4. Reservations and ticket purchases normally will be made by the College directly on its account.

5. When anticipated out-of-pocket expenses are likely to exceed $50.00, the Dean of Administration may approve an advance against a properly executed requisition.

6. Expense account forms must be filed within five (5) days of the completion of the trip, such forms to be accompanied by the following receipts:

   a. Transportation receipt (or ticket stub) if not purchased through the College account.

   b. Hotel receipt

   c. Receipts for conference registration fees, etc.

OUTSIDE ACTIVITIES

Section B. 14

No member of the College administration may engage in any outside employment or activities which will in any way interfere with his ability to carry out his assigned duties. Permission of the President must be obtained before an employee accepts outside employment during any period when he is associated with the College.

CIVIL RIGHTS OF EMPLOYEES

Section B. 15

The Board of Trustees and the Administration of the College recognize the right of any employee of the College to take, or to refrain from taking, a stand on any political issue, and to support or oppose any issue or candidate. Such activities, however, must be conducted on the employee's own time and away from the premises of the College. The employee is expected, moreover, to exercise discretion to show that he is acting in his capacity as a private citizen so as not to bring unfavorable publicity to the College.

ACCEPTANCE OF MEMBERSHIP TO PUBLIC OFFICE, BOARDS OR COMMITTEES

Section B. 16

The Board of Trustees and the Administration recognize the right of any employee of Hellenic College to engage in community activities. However, before an employee accepts an appointment to a public board or committee, or stands for election to any public office, approval must be sought from the President of the College.

Once appointed to a public board or committee, or elected to public office, the employee of the College must confine the activities incident to such membership to his own time and away from the premises of the College. The employee will exercise reasonable care to show that he is acting in his capacity as a private citizen so as not to bring unfavorable publicity to the College.

PART THREE

ACADEMIC PERSONNEL

In association with Hellenic College the faculty member enters into an inidividual contractual as well as a professional relationship with the Administration of the institution and its Board of Trustees which is its highest governing authority. The following pages are intended to make clear to the academic personnel of the College its rights and prerogatives as well as its responsibilities.

It is the policy of the College to engage professional personnel primarily with a view to the contribution the individual can make toward insuring excellence in its instructional program. Candidates will be evaluated on the basis of academic preparation, experience, recommendations and judgments of competent peers, personality and other pertinent factors, and without regard to sex, race, color or creed.

APPOINTMENT

Section C. 1

Procedures governing the appointment of faculty are stated in fuller detail in Appendix I of this manual, "The Academic Senate", also in Part One, Section A. 3. They are here summarized:

1. Candidates for appointment are interviewed whenever possible on campus by the Chairman of the Department involved, the Academic Senate (or a committee of the Senate at the discretion of its chairman), the Dean of the appropriate faculty, and the President of the College, in that order. Members of the Department concerned may also be given the opportunity to meet and confer with candidates.

2. Candidates under serious consideration will be expected to submit complete credentials consisting, as the minimum, of the following:

   a. Up-to-date curriculum vitae

   b. Placement files from the candidate's graduate school

   c. Three letters of recommendation from competent peers or superiors.

3. When the President and Dean of Faculty have agreed to recommend a candidate to the Board of Trustees for appointment, and have secured approval of the Personnel Committee of the Board, two copies of a contract will be presented to the applicant. The contract will bear the following features:

   a. Statement of rank and area of instruction

   b. Statement regarding salary

   c. Statement regarding term

   d. Statement regarding fringe benefits

   e. Evidence of authority to appoint

   f. President's signature and date

4. Once the applicant has signed and returned one copy of the contract, the appointment is firm and requires only to be endorsed by the full Board of Trustees at a subsequent meeting, the Executive Committee having full power to act in its behalf.

5. Appointment to the rank of Instructor is for one year and terminates automatically unless renewed.

6. Appointment to professorial rank is for one to three years initially, renewable under the terms set forth in Part One, Section A. 3 of this Handbook.

1. LECTURER: This designation normally applies to part-time members of the Faculty who, while enjoying faculty standing, have not yet been classified as to rank.

2. INSTRUCTOR: Individual possessing at least the Bachelor's degree with some advanced standing toward the Master's degree. Teaching or related experience may be considered in lieu of the Master's degree.

3. ASSISTANT PROFESSOR: Individual possessing at least the Master's degree, or its equivalent, with a major in the subject field assigned. If lacking the Ph. D., evidence usually will be required of at least fifteen (15) semester hours of work completed toward the doctorate, or lengthy teaching experience, or unusual qualifications in the subject field.

4. ASSOCIATE PROFESSOR: Individual possessing the Ph. D. degree or its equivalent in the subject field, plus at least five (5) years of teaching experience at the college level. Conspicuous scholarly achievement, or singular effectiveness as a teacher, may in certain instances be considered in lieu of the earned doctorate if work is under way toward that degree.

5. PROFESSOR: Individual normally possessing the Ph. D. degree in the subject field, or its equivalent, and demonstrating exceptional scholarly achievement. This rank presupposes lengthy teaching experience and demonstrated qualities of academic leadership.

6. EQUIVALENCY OF DEGREES: In certain instances, as in the applied arts, the equivalent of the doctorate may be acceptable. Generally in matters of degree equivalency, determination will be made by a committee of the Faculty constituted as follows:

   The Dean of the Faculty (Chairman)
   The Chairman of the Department involved
   Two faculty members of the rank of Associate Professor or Professor, elected by the full-time faculty of their respective departments.

With a view to rewarding excellence in teaching and leadership through orderly advancement in rank and the granting of tenure, and to encourage the most effective teaching, the College recognizes certain criteria for evaluating faculty. Generally speaking these are:

a. teaching effectiveness

b. personality and character

c. evidence of advancement by earned degrees or scholarly work

d. counseling skill

e. willingness to assume committee and other duties

f. compatibility with the objectives of the College

The Dean of the Faculty will develop Instruction Rating Sheets for the convenience of all teaching personnel, though tenured members may make use of them on a voluntary basis.

Members of the Faculty are required to employ the rating forms in each of their classes. The forms normally are distributed by the Dean at the final examination period. Results are to be made known only to the individual instructor. Conclusions thus drawn assist the instructor in evaluating his work and may be used for purposes of promotion and tenure. Evaluation procedures apply also to adjunct and associate faculty.

PROMOTION

Principles governing promotion are set forth in the Appendix to this part of the Handbook, entitled "The Academic Senate". They are recapitulated here as follows:

1. Each faculty member should have his services periodically and competently evaluated according to established criteria in order that merit or demerit may be recotnized and appropriate recommendations made.

2. Every faculty member holding a term appointment shall have his services evaluated during the last year of each term appointment with a view to his promotion.

3. Every tenured faculty member below the rank of Professor shall have his services evaluated at least every three years with a view to his promotion.

4. Any faculty member may at any time request the Academic Senate to evaluate his services with a view to promotion.

5. Recommendations of the Senate are forwarded to the appropriate Academic Dean for transmission, with his recommendations, to the President of the College.

6. The President will forward his recommendations to the Personnel Committee of the Executive Committee. The action of the Board of Trustees is conclusive.

7. It is the responsibility of the individual faculty member to maintain orderly promotion procedures and to help insure the integrity of the process.

8. Promotion of Adjunct Faculty follows the same principles set forth above. In the case of Adjunct members, 24 hours of part-time teaching are considered the equivalent of one year of service.

9. In calculating teaching experience, professional experience closely parallel to teaching may be accepted as equivalent at the rate of two years of such professional work for one year of teaching experience, to a maximum of three years in each rank.

TENURE

A. General Statement on Tenured Appointments

During a period of term appointments of not more than seven years, a regular full-time member of the Faculty must be considered for tenure.

A tenured appointment means an appointment of an indefinite duration up to the time the faculty member reaches the age of sixty five. At the discretion of the Executive Committee of the House of Trustees and the recommendation of the President of the Hellenic College, such tenured appointments may be extended for another term of five years beyond sixty five.

Tenured appointments are intended to safeguard academic freedom and assure the holders that they cannot be subject to arbitrary dismissal.

In general, tenured appointments may be terminated and the policies governing such tenured appointments may be suspended only because of:

(a) Adequate cause and only after the fulfillment of clearly stated procedures for hearing and judgment.

(b) Elimination of curricula.

(c) Retrenchment due to the lack of student enrollment and financial adversity.

Loss of tenure and dismissal can occur because of moral turpitude, and violation of the basic obligations which are properly laid upon all teachers. Furthermore, in the case of the Faculty of the School of Theology, violations of the obligations of clergy and laity to the Greek Orthodox Archdiocese shall constitute a cause for loss of tenure and dismissal.

B. Criteria for Granting Tenure

1. Tenure may be granted to a full-time faculty member who holds a "regular" appointment as Associate or Full Professor. Regular faculty appointments include exclusively those of Assistant, Associate and Full Professor. However, the rank of Assistant Professor does not carry tenure.

Administrative positions, as well as other faculty positions, such as Adjunct Professorships of all ranks, Visiting Professorships of all ranks and Lectureships of all designations do not carry tenure.

2. Starting with reappointments effective July 1, 1976, a faculty member must be granted tenure on the first reappointment after having served seven years on a full-time basis as a regular faculty member at the Hellenic College. However, a full-time regular faculty member may be granted tenure any time prior to serving seven years provided that he has attained the rank of Associate or Full Professor by or at the time of the proposed tenure appointment. An initial appointment to the rank of Full Professor after July 1, 1976 automatically carries tenure.

3. If a faculty member has not been granted tenure by his seventh year of full-time academic service as a regular faculty member he will no longer be eligible for tenure or for a regular faculty appointment. He will be eligible, however, for yearly appointments as Lecturer.

4. Generally speaking, tenure will be granted to those individuals who have shown academic competence within their specific discipline, and whose services contribute to the fulfillment of the goals of the School to which they belong by appointment.

5. It is considered desirable that no more than fifty percent of all full-time faculty members be on tenure at any given time. Preferably the percentage should be between 35 and 40.

C. Procedure for Granting Tenure

1. During the Fall Term of each academic year the Dean with the assistance of the tenured members of the Academic Senate shall appoint subcommittees composed of at least three tenured professors from the Hellenic College and from other academic institutions, if necessary, to review the credentials of all eligible untenured, full-time faculty members who will have completed four, five or six years of full-time service as regular faculty by the end of that academic year with the purpose of making a written recommendation regarding tenure. Appointments to the subcommittees from other academic institutions shall be limited to people of the Greek Orthodox faith. In addition, each subcommittee shall include two members of the Executive Committee who shall be participating fully in the deliberations of the subcommittee but shall be non-voting.

2. The subcommittees shall make their recommendations with the following criteria in mind:

(a) Academic Competency (determined across dimensions such as: classroom effectiveness, mastery of subject, curriculum and course development, innovative approaches to teaching and any other pertinent criteria as determined by the Academic Senate).

(b) Services to the School and Students (such as service on Faculty Committees, student counseling).

(c) Identification with the School Purposes.

(d) Scholarly Work and Professional Reputation as Determined by Peers Elsewhere (based on scholarly work, on activities in professional organizations and participation in professional conferences and symposia).

3. The evaluative procedures followed for granting tenure shall be similar to those used to make recommendations for promotions, and as described in the Faculty Evaluation Procedures.

4. Each subcommittee will recommend one of the following for each faculty member under consideration:

(a) to grant tenure

(b) to postpone the granting of tenure

(c) to refuse tenure

and will give its reasons in writing to the Dean no later than November 1st of that year.

5. After reviewing the recommendations of the Subcommittees, the Dean will state in writing his reasons for approving or disapproving these recommendations. He will submit both the Subcommittees' and his recommendations to the President no later than November 10.

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6. The President will present the recommendations of the Subcommittees, of the Dean, and his own to the Executive Committee of the Board of Trustees at its first meeting following November 10. The Board, through its Executive Committee must act on the recommendations preferably before December 15.

7. The decisions of the Executive Committee of the House of Trustees shall be given to the faculty members involved in writing within two weeks from the date the decision is taken.

8. If tenure is rejected, reasons for the action must be given for such action in person by the President. When tenure is not granted the faculty member has the right of appeal and hearing before the Academic Senate, or the President, or both. The President may request a reconsideration by the Executive Committee of the Board, presenting whatever new evidence is available. The decision of the Executive Committee shall be final.

D. Interim Steps for Full Implementation of the Tenure Procedure

For the academic years 1973-1974, 1974-1975, and 1975-1976 all full-time faculty members who have served six or more years and hold rank of Associate or Full Professor will be reviewed by the Dean for recommendation for tenure and a written report submitted to the President, who will in turn make his recommendation to the Executive Committee. The procedure as described in C: 5-8, above, will then be followed. The provisions of this paragraph do not obligate the School to consider all faculty eligible for tenure during the first year or any single year. The School has three years to put into full effect the tenure policies and has the option of choice of the cases to be presented in any one year.

The above paragraph will be eliminated from this policy following its full implementation by the Fall Term of the 1975-1976 academic year.

Procedures governing the termination of services on the initiative of the College are set forth in detail in the Appendix to this part of the Handbook entitled "The Academic Senate" as well as in Part One, Section A. 3. In summary the procedures are as follows:

A. For Faculty on term appointments

1. Termination of term appointments shall be initiated in the School of Arts and Sciences by the Department Chairman or by the the Dean of the Faculty should there be no appropriate Department; in the School of Theology by the full-time Faculty of the rank of Associate Professor or Professor. The Academic Senate will evaluate the situation and make its recommendation to the Dean of the Faculty who in turn will recommend to the President. The President, at his discretion, may resolve the matter or bring it to the Personnel Committee of the Board of Trustees for final determination.

2. For termination at the end of term, notification of termination of services shall be given as early as possible. Such notification should be made in writing by December 15, if possible, and in no event later than February 1 of the terminal year.

3. For termination during the term, among the conditions which may justify breaking of term appointments shall be extraordinary circumstances of financial exigency, incompetence, gross insubordination, immorality, conduct clearly inimical to the best interests of the College. If the faculty member so requests, the procedure for hearing set forth in the 1940 Statement of Principles of the Association of American Colleges and the American Association of University Professors will be followed.

B. For Faculty members on tenure

1. Except in the case of retirement for age or under extraordinary circumstances because of financial exigencies, termination for cause shall be in accord with the 1940 Statement of Principles.

RESIGNATION

Section C. 5

1. A Faculty member intending to leave the employment of the College must submit a formal written resignation to the President no later than March 15 of the final year of his association with the College.

2. In cases where procedures for removal have been initiated, the Faculty member in question may terminate such procedure at any point, and at whatever time of year, by voluntary resignation.

RETIRMENT

Section C. 6

1. All Administrative and Academic personnel shall be retired at the end of the academic year in which they attain the age of 65.

2. A Faculty member subject to retirement but wishing to continue in service may be permitted to do so, on a year-to-year basis, provided the Department Chairman concerned, the Dean of the Faculty and the President concur.

3. With respect to Administrative personnel, the Board of Trustees may vote extension of service beyond the retirement age, on a year-to-year basis.

4. In addition to such annuity benefits as the individual may have accrued through voluntary participation in the College retirement program, emeritus benefits may be granted at the discretion and will of the Board of Trustees.

B. DEPARTMENT CHAIRMEN

The Department Chairman is the administrative arm of the Dean. Through regular meetings with the Dean and the colleagues within his discipline, he contributes in a crucial way to the flow of information both ways.

The Department Chairman is responsible for interpreting accurately to his immediate colleagues College policies, administrative decisions and operating procedures. Conversely, he is responsible for expressing to the Administration, through the Dean, questions and opinions of his immediate colleagues.

In addition to these general responsibilities, the Department Chairman has the following duties:

1. Organize, coordinate and develop the courses of instruction related to his discipline.

2. Under the overall supervision of his Dean, exercise oversight for all courses offered in his department.

3. Work closely with his department and the Dean in effecting curriculum improvement.

4. Evaluate individual members of his department with a view to recommending to the Dean for reappointment, promotion or termination.

5. Keep alert to departmental staff needs, assist the Dean in interviewing candidates and recommend on new appointments.

6. Work closely with his department in estimating needs for equipment and supplies so as to assist the Dean and the Administration in the preparation of budget.

A. FACULTY

The normal teaching load for most ranks at Hellenic College has ranged significantly lower than at most small liberal arts colleges due to the relatively small enrollment and the need to provide an adequate spread of courses and fields of concentration.

For purposes of establishing realistic norms, even though many of the faculty will continue to have lighter loads, the following averages should be considered appropriate to the respective ranks:

Instructors	12 to 16 contact hours
Assistant Professors	12 to 14 contact hours
Associate Professors	10 to 12 contact hours
Professors	9 to 11 contact hours

In addition every full-time instructor is expected to set aside several hours per week as open appointment time for student conferences. It is understood that the amount of time thus spent may be governed by the individual's committee and other added duties; ideally, however, appointment hours will be distributed over four, in no event fewer than three, days on campus.

In assigning teaching load the Dean will take into account not merely the number of hours spent before a class each week, but the number of students for whom the instructor is responsible as well as the nature of the course, i.e. whether it is one involving many papers, or one in which much of the contact time is spent in laboratory.

B. DEPARTMENT CHAIRMEN

The teaching load of Department Chairmen will, under normal circumstances, be somewhat lighter, given the added administrative responsibilities. The Dean will take into account such factors as: the size of the department; the number of students the chairman himself is responsible for; the frequency of meetings; whether the department is undergoing significant curriculum change; what other College duties the chairman has, etc.

The current Salary Scale, adopted for the academic year 1973-1974, not including school benefits for retirement, insurance and hospitalization benefits, amounting to about seven percent of salary, is as follows:

RANK	
Professor	$12,000 - $14,300
Associate Professor	10,600 - 12,800
Assistant Professor	9,600 - 11,900
Instructor	7,700 - 9,500

It is the intention of the College to strive to maintain these scales as they are adjusted in response to the rise in living costs, or, alternatively, to grant merited annual increments at the rate of approximately five percent.

COMPENSATION SCALES FOR ADJUNCT FACULTY

Adjunct Faculty are those persons whose principal academic association is with another institution and are invited to contribute to the instructional program of the College on a part-time basis. For purposes of the catalog roster they may be designated according to the rank they hold in their own institution.

Compensation for Adjunct Faculty, unless special arrangements are indicated, is computed on the basis of one-half the average salary in the appropriate rank, divided by 24 (the average annual teaching load) and multiplied by the number of hours to be taught.

The College senses an obligation to both professional and non-professional personnel to provide, and to share in the cost of, protection against illness, disability and death in the form of insurance; also to assist personnel in building toward future security in the form of retirement annuity.

In addition therefore to such amounts as must under the law be withheld from salary for State and Federal taxes, and at the option of the individual, certain other deductions will be made to cover the individual's share of the cost of the following programs:

A. STATE MUTUAL LIFE ASSURANCE COMPANY

1. Life Insurance: $20,000 benefit for under age 50, less $1,000 for every year over age fifty.

2. Accidental Death and Dismemberment Principal Sum: $20,000 benefit for under age 50, less $1,000 for every year over age fifty.

3. Major Medical Expense:

Hospital Expense - Benefits are 100% of the first $2,000 plus 80% of the balance of covered expenses in each separate period of disability.

Surgical and Anesthetist Expense - Benefits are payable according to a schedule up to a maximum of $1,200 for surgical expense and up to 20% of the allowable surgical benefit for anesthetist fees. Charges in excess of these amounts are considered Excess Medical Expense.

If in any one period of disability more than one operation is performed, the overall maximum payment for all operations is three times the maximum Surgical Benefit shown above.

Accident Treatment Expense - Benefits are up to $500 of covered expenses incurred for treatment received within 90 days of an accident.

Maternity Expense - For female employees who insure their husbands as dependents, and dependent wives, for pregnancies commencing while insured. Those insured on the effective date of the plan, however, have immediate maternity coverage.

If your insurance terminates due to your employment terminating, benefits will be payable provided the pregnancy commenced while the insurance was in force, and benefits would have been payable had your insurance continued.

Maximum benefit for all covered expenses including Hospital and Doctor if pregnancy terminates by

Normal childbirth	$300
Miscarriage or abortion	150
Caesarean or extra-uterine pregnancy	450

Excess Medical Expense - Benefits are 80% of covered expenses (for which benefits are not payable under the provisions previously described) after a cash deductible has been satisfied. Benefits for out-of-hospital expenses for mental or nervous diseases or disorders are payable at 50% of covered expenses after the cash deductible, and limited to: (1) a maximum of $12.50 for each day of treatment and (2) $500 for all such treatment received in any one calendar year.

The cash deductible is $100 per calendar year for each covered person.

After $2,000 of benefits are paid in any calendar year, 100% instead of 80% of the balance of covered expenses in that calendar year are payable. However, benefits payable for care and treatment of mental or nervous diseases or disorders (while not hospital confined) or payable either in full or according to a schedule are not subject to this provision.

The maximum benefit is $25,000 for each sickness or injury, except the maximum payable for mental or nervous diseases or disorders is limited to $10,000 during the Lifetime of each covered person.

Covered Expenses

Some of the medical expenses covered are:

1. hospital room and board up to the standard semi-private rate;
2. hospital services and supplies;

3. professional services of a licensed physician, registered physical therapist, or radiologist;
4. private duty nursing care by a Registered Nurse (R.N.) and by a Licensed Practical Nurse (L.P.N.) if a R.N. is not available;
5. prescription drugs;
6. blood or blood plasma not replaced, oxygen, laboratory tests and x-rays;
7. casts, splints, braces, trusses, crutches, artificial eyes or limbs (but only the first replacement of a natural eye of limb);
8. rental of iron lung, wheel chair, hospital-type bed; rental of radium or radioactive isotopes;
9. anesthetics and the administration thereof; or
10. local ambulance service within the limits of the United States, Puerto Rico or Canada.

Medical expenses incurred for any of the foregoing will be considered covered medical expenses only if they are reasonably necessary for the care and treatment of the sickness or injury and only to the extent that charges therefor are reasonable.

4. Exclusions and Limitations:

Some of the principal medical care exclusions are charges incurred

1. for sickness or injury arising out of or in the course of any occupation or employment for remuneration or profit;
2. for any medical examination not made during the course of or in connection with treatment of a sickness or injury;
3. in any hospital owned or operated by the Federal Government;
4. for dental care or for cosmetic surgery;
5. in connection with pregnancy, other than those described under the "Maternity Expense" section;
6. for pre-existing conditions until one of the following occurs:

   (a) no covered medical expenses are incurred for such pre-existing condition during a 3-month period ending after the date the person becomes insured;

(b) the covered person has been continuously insured for 12 months; or

(c) for a covered employee, a 6-month period of coverage has expired during which he has not been absent from work on account of such condition.

5. Coordination of Benefits:

If, with respect to any covered person, medical care benefits are provided under another group plan, the benefits payable under this plan will be coordinated with the benefits from such other plan so that the total payable under both plans will not exceed 100% of allowable expenses incurred during a calendar year.

B. THE ARCHDIOCESAN RETIREMENT PROGRAM

Presently, the Archdiocesan Retirement Program is available only to Clergy members of faculty. It is expected that shortly, lay members of faculty will also be included.

C. TIAA-CREF RETIREMENT ANNUITY

The College makes available to administrative and academic personnel a Retirement and Annuity Program under TIAA-CREF (College Retirement Equities Fund).

1. Participants may elect to have a portion of the premiums, including those paid by the College, invested in a mutual fund (CREF) as a hedge against inflation.

2. The College contributes at the rate of 2-1/2 percent of the member's salary. The member contributes an equal amount.

3. Participants may make additonal contributions at any time in order to increase the value of their annuity.

4. Benefits are determined by amount contributed and years of service between time of enrolling and retirement.

5. Members may elect to join within thirty-one (31) days from date of employment.

6. Transfer from another group may be effected at any time.

7. In the event a participant in TIAA or TIAA-CREF leaves the employ of Hellenic College for reasons other than retirement or disability and requests repurchase of his annuity, Hellenic College will approve such repurchase provided it meets the conditions under which TIAA-CREF will repurchase annuities automatically, and provided the participant consents, and that the portion of the repurchase value attributable to Hellenic College contributions shall be paid to Hellenic College by TIAA-CREF.

A. LEAVE TO ATTEND PROFESSIONAL MEETINGS

With the approval of the President, the Academic Deans may authorize attendance at conferences and other meetings likely to enhance professional standing and contribute to the improvement of the instructional program and the advancement of the College.

B. SICK LEAVE

1. Fifteen (15) days sick leave without loss of salary will be allowed full-time members of the faculty for each academic year, cumulative to a total of forty-five (45) class days.

2. In cases of sick leave beyond one (1) week, a physician's statement may be required.

3. A faculty member anticipating absence for re ions of illness will, if possible, advise the Dean of Faculty no later than 7:00 A.M. on the day of absence.

4. No payment will be made for unused sick leave.

5. Terminating faculty will not be entitled to extra pay for unused sick leave.

C. LEAVE FOR ILLNESS OF FAMILY MEMBER

1. Subject to the approval of the President or the Dean of the appropriate faculty, a member may be granted two (2) days' leave without loss of salary in the event of serious illness of a member of his immediate family, such time to be deducted from the member's regular sick leave.

2. Immediate family in this instance will be interpreted to mean: wife, husband, child, father, mother, sister or brother, or other relative living regularly within the employee's immediate household.

D. BEREAVEMENT LEAVE

1. Bereavement leave, up to three (3) days per occurence, will be allowed without loss of salary for death in the immediate family.

2. Immediate family in this instance is interpreted to mean: mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother or sister of the faculty member, or other relative living regularly within his immediate household

3. Bereavement leave of two (2) days per occurence will be allowed without loss of salary in the event of the death of one of the following members of the faculty member's family: sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandfather, grandmother, or grandchild.

E. LEAVE FOR REQUIRED COURT APPEARANCE

No deductions will be made for a faculty member ordered to appear in court as a witness (personal business excluded) or to serve as a juror.

F. LEAVE FOR PERSONAL OR BUSINESS REASONS

A faculty member who is absent for personal benefit will be subject to loss of salary for each day's absence Such absence must be approved in advance by the Dean of the Faculty and the President, and suitable arrangements made for the member's classes to be taught without interruption.

G. MATERNITY LEAVE

Leave for maternity reasons will not normally be allowed without loss of salary. The College may, however, in special circumstances, and upon recommendation of the Dean of Faculty, allow leave, without compensation, for a period not to exceed thirty (30) calendar days.

1. Application for sabbatical leave is initiated by the faculty member. Applications normally will come through the Academic Dean to the Academic Senate. The Senate will evaluate the application and make recommendation to the Dean of the Faculty for transmission to the President and the Executive Committee of the Board of Trustees where the final determination is made.

2. Sabbatical leaves are granted for one semester at full salary or for one year at half salary.

3. Members of the faculty who have served full time for not less than six years at the rank of Professor, Associate Professor or Assistant Professor will be considered eligible to submit application.

4. Application for sabbatical leave must be accompanied by a statement outlining in some detail the project to be pursued during the leave of absence. Projects will be evaluated in terms of scholarly value generally, and their direct or indirect value to the institution.

5. Approval of applications and the granting of leaves will usually depend on seniority of applicants and urgency or importance of the petition.

6. Except in unusual circumstances the teaching load of a member granted leave will be shared by other members of the faculty.

7. Applications must originate early enough so that final action by the appropriate committee of the Board of Trustees may be taken not later than January 15 on leaves that are to begin with the Fall semester, or May 15 for leaves that are to begin with the Spring semester of the next academic year.

The Board of Trustees and the Administration of Hellenic College recognize fully the importance of having faculty attend professional conferences, both to make the presence of the College felt in the larger academic community, and to assist the individual faculty member in keeping abreast of developments in his field. Within the limitations of the institution's finances, every effort will be made to budget for travel allowances. The following principles will apply in general:

1. Proposals for faculty travel will be forwarded by the Department Chairman, or the individual if there is no appropriate Department, to the Dean of Faculty.

2. Proposals should be made well in advance so that the Dean may have a comprehensive picture of overall needs.

3. Insofar as possible the Dean of the Faculty will have anticipated departmental needs in the preparation of the budget, and will advise Chairmen at the start of the academic year (also the College's fiscal year) what funds are likely to be available.

4. It may be expected that priority will be given to senior and tenured faculty in approving proposals for travel.

5. Faculty members who are officers of state, regional or national professional associations, or who are making an unusually significant contribution to the program of such an association, may request funds in excess of those allocated to the Department, assuming such additional funds are available.

6. Reimbursement for travel expenses will be made in accordance with procedures described in Part Two, Section B. 13, of this Manual.

A regular faculty association with Hellenic College is considered full-time employment. In addition to assigned teaching duties, the association implies proportionate share of committee responsibilities, regular office hours set aside for student conferences, other related duties whether voluntary or assigned, and individual efforts aimed at professional improvement.

In the last connection the College encourages off-campus activities of a professional nature, recognizing that these may benefit the College as well as the individual. However, it is the responsibility of the faculty member to consider his obligation to the College as his primary obligation, and to avoid substantial involvement outside the institution that might impair his effectiveness or deprive the College of the full measure of his ability.

No member of the Faculty may undertake teaching duties in another institution without written approval of the President, acting upon recommendation of the appropriate Dean.

The foregoing statement is not intended to interfere with persons invited to give occasional lectures or accepting engagements of strictly limited duration.

CIVIL RIGHTS OF FACULTY

Section C. 17

The Board of Trustees and the Administration recognize the right of members of the Faculties of Hellenic College to take, or to refrain from taking, a stand on any political issue, and to support or oppose any issue or candidate. Such activities, however, must be conducted on the faculty member's own time and away from the premises of the College. The Faculty member is expected, moreover, to exercise discretion at all times and to make it clear that he is acting in his capacity as a private citizen so as not to bring unfavorable publicity to the College.

ACCEPTANCE OF MEMBERSHIP TO PUBLIC OFFICE, BOARDS OR COMMITTEES

Section C. 18

The Board of Trustees and the Administration recognize the right of members of the Faculties of Hellenic College to engage in community activities. However, before a Faculty member accepts an appointment to a public board or committee, or stands for election to any public office, approval must be sought from the President of the College.

Once appointed to a public board or committee, or elected to public office, a Faculty member of the College must confine the activities incident to such membership to his own time and away from the premises of the College. The Faculty member will exercise reasonable care to show that he is acting in his capacity as a private citizen so as not to bring unfavorable publicity to the College.

PART FOUR

NON - PROFESSIONAL PERSONNEL

EMPLOYMENT — Section D. 1

1. Applications for non-professional staff assignments will be on standard forms available from the office of the Business Manager.

2. Individuals may be recommended to the Business Manager or in certain instances the President, by the supervisor of the department where the vacancy exists.

3. This category includes: secretaries, office machine operators, custodians, maintenance personnel, security officers and other similar employees.

4. Selection will be based upon competence and experience, without regard to sex, race, color or creed.

SUPERVISION, DUTIES AND RESPONSIBILITIES — Section D. 2

1. Immediate supervision of clerical help will be the responsibility of the administrative officer in the office concerned.

2. Immediate supervision of custodial and maintenance staff will be the responsibility of the Business Manager or the individual designated by him.

3. Immediate supervision of library personnel will be the responsibility of the Librarian.

4. Assignment and clarification of specific duties and responsibilities for non-professional personnel will be the duty of the immediate supervisor.

WORK WEEK AND WORKING HOURS

Section D. 3

1. Non-professional staff normally work a basic 35-hour five-day week. Office hours are from 9:00 A.M. to 5:00 P.M., with one hour for lunch.

2. A 15 minute rest period, morning and afternoon, is authorized in conformity with common practice and in the interests of employees' health and efficiency. Employees should protect this privilege by careful observance of schedules. The Rest periods should be staggered so that offices are covered at all times.

3. Anticipated absences should be brought to the attention of the immediate superior as early as possible. Unexpected absence or tardiness of one person can delay and interfere with the work of others. Habitual tardiness will be grounds for dismissal.

OVERTIME

Section D. 4

1. Normally work schedules will be arranged to avoid overtime. When overtime is unavoidable, hours worked in excess of 35 but not more than 40 in any one work week will be compensated by:

   a. compensatory time off at a time mutually agreeable to the employee and the department involved; or

   b. overtime payment at straight time rates.

2. Hours worked in excess of 40 in any work week will be compensated at 1 and 1/2 times the regular hourly rate. Hours in excess of 40 in any one work week may be scheduled only with the approval of the Business Manager.

3. Employees required to work beyond 7:00 P.M. will be allowed one-half hour for the evening meal and paid at the regular hourly rate for that period.

FRINGE BENEFITS AND PAYROLL DEDUCTIONS — Section D. 5

These are set forth in detail in Part Three, Section C. 11 of this manual. Employees should inquire of the Business Manager.

VACATIONS AND HOLIDAYS — Section D. 6

The vacation policy as it applies to non-professional personnel is set forth in detail in Part Two, Section B. 11 of this manual.

LEAVES OF ABSENCE — Section D. 7

The provisions for Sick Leave are set forth in Part Two, Section B. 12 of this manual and apply to all non-professional personnel.

MERIT REVIEW AND PROMOTION — Section D. 8

1. Salary increases will be granted from time to time in recognition of:

   a. increase in living costs

   b. experience and improved performance

   c. acceptance of responsibility at higher levels

2. Salaries of new employees are reviewed normally after six months of service, thereafter annually. Increases in salary become effective September 1.

1. A full-time employee terminating after at least three months of service, is entitled to accrued vacation pay unless the employee is being discharged for disciplinary reasons, in which case payment will be made only for actual time worked.

2. Under normal conditions the College will give two weeks' notice to a regular employee whose services are no longer required. At the option of the College two weeks' salary may be given in lieu of such notice.

3. An employee, in order to leave in good standing, must give two weeks' prior notice of resignation.

4. A terminating employee must report to the Business Manager on or before the final day of work. A terminal interview will be conducted and conversion privileges will be explained in connection with benefits enjoyed under the College's group plans.

PART FIVE

APPENDICES

THE ACADEMIC SENATE — Appendix I

I. Establishment

There is hereby established the Academic Senate of Hellenic College.

II. Purpose and Scope

A. The purpose of the Academic Senate is to assist, through representative participation of the faculties, in the orderly regulation of the life of the College.

B. The Academic Senate may concern itself with and make appropriate recommendations on:

1. Faculty rights, such as appointments and reappointments, promotions, salaries, leaves, sabbaticals and retirement;

2. Faculty duties and responsibilities;

3. Academic policy;

4. Relations between faculty and administration, faculty and students, faculty and other institutions as well as intra-faculty relations; and

5. Any other matters pertaining to the welfare of Hellenic College.

III. Membership

A. The Academic Senate shall consist of seven (7) members apportioned as fo''ows:

1. One member of the administrative staff appointed by the President of the College;

2. Six full-time members of the Faculty selected as follows:

   a. Two members of the rank of Professor or Associate Professor from the School of Theology, elected by the Faculty of the School of Theology;

   b. Two members of the rank of Professor or Associate Professor from the School of Arts and Sciences, elected by the Faculty of the School of Arts and Sciences;

   c. Two members of any rank from either School, elected by the combined Faculties of both Schools.

B. Terms

1. The term of the representative of the Administration shall be one year with no limitation as to reappointment.

2. The term of a representative of the Faculty shall be three years, and an elected faculty member may not serve more than two consecutive three-year terms.

   The first faculty members elected to the Academic Senate under this Act will be assigned one-year, two-year, or three-year terms by lot in each of the three categories above, so that thereafter approximately one-third of the elective members of the Senate will be elected each year.

C. Elections

Elections of the Faculty representatives shall be held annually during the third week in January on a day determined by the President of the College at least one month in advance. The Deans of the two Schools will be responsible for conducting the elections, which will be by secret ballot. Candidates for the Senate must be nominated by two other faculty members; candidates so nominated will be placed on the ballot in the appropriate category; the three candidates in each category receiving the most votes will be elected. A tie vote shall be determined by lot.

D. Vacancies

Vacancies occasioned by separation from the College, by leaves of absence for a whole academic year, by death, or resignation

from the Senate, shall be filled by the Senate if the remaining term of the absent member is less than one year; if it is more than one year, the vacancy will be filled by the election of a representative in the manner described above.

E. Electors

All full-time and part-time members of the teaching Faculty of all ranks are eligible to vote for the Faculty representatives.

IV. Organization

A. At the first meeting after the election of members, the Senate shall elect its own officers, to wit: President, Vice-President and Secretary-Treasurer. This election of officers will be conducted by the administrative representative.

B. The Senate shall adopt rules of procedure.

C. Four members shall constitute a quorum and, unless otherwise specifically provided by previously adopted rules, a simple majority, provided a quorum is present, shall prevail to decide any question.

V. Faculty Appointments and Reappointments

A. Procedure for initiating and completing Faculty appointments and reappointments:

1. In the School of Arts and Sciences appointments and reappointments shall be initiated by the Chairman of the Department concerned or, in case no appropriate department exists, by the Dean of the Faculty.

2. In the School of Theology, the full-time faculty with the rank of Associate Professor and Professor shall initiate appointments and reappointments.

3. Recommendations so initiated shall be transmitted to the Academic Senate. The Senate will review the credentials and forward them with its recommendation to the appropriate Dean for transmission to the President and the Executive Committee of the Board of Trustees.

4. Each recommendation for faculty appointment shall be accompanied by a set of credentials presenting detailed information, including personal data concerning the candidate, his educational record, publications and academic activities, and statements of several references.

5. Recommendations for re-appointment shall be based on a review of the faculty member's services in terms of established criteria and with special reference to his demonstrated ability as a teacher and his record of scholarly accomplishments.

6. Appointments and re-appointments become official only with the approval of the Board of Trustees.

7. In the case of each appointment and re-appointment, explicit statements in writing as to the terms of appointment, rank, salary, tenure rights and privileges, duties and responsibilities should be made to the appointee by the President of the College.

B. Terms of Appointment

1. Lecturer: Lecturers are part-time members of the Faculty. The initial appointment shall be for one year. Renewals of one-year terms are possible.

2. Instructor: The initial appointment shall be for one year, renewable for not more than four successive years.

3. Assistant Professor: The candidate should have at least the M. A. degree or equivalent; however, the Ph. D. or equivalent from an accredited institution is strongly recommended. The initial appointment shall be for one to three years. Re-appointment for additional such terms is possible.

4. Associate Professor: The candidate should have the Ph. D. or equivalent.

5. Professor: To qualify for this rank, the candidates is expected to have earned the Ph. D. or equivalent and have demonstrated exceptional academic achievement.

VI. Evaluation of faculty services and promotion in rank

A. Principles underlying evaluation and promotion:

1. Each faculty member should have his services periodically and competently evaluated according to established criteria in order that merit or demerit may be recognized and appropriate recommendations made.

2. Recommendations for promotion in rank and increase in salary (apart from adjustments in salary related to the cost of living and corrections of inequities) shall be based primarily on merit as defined by the criteria set forth in the following statements:

a. Teaching effectiveness;
b. Professional degrees or achievements;
c. Scholarship;
d. Advisory and counseling service to students;
e. Activity in professional societies;
f. Contributions to educational programs and administrative work of the College other than teaching and research;
g. Professional activities in the community (local, state, national and international);
h. Personal attributes: integrity, industry, open-mindedness, objectivity, leadership and cooperation.

3. These criteria are not listed in order of importance, and a rigid application of them is to be avoided. Varying needs and opportunities of faculty members will require flexibility in weighing the several items, although greater demands should be made for high attainment in scholarship and teaching ability than in any other areas of qualification.

4. Promotion in rank shall be accompanied by an appropriate increase in salary.

VII. Termination of services

A. For faculty members on term appointments.

1. Termination of term appointments shall be initiated in the School of Arts and Sciences by the Department Chairman or by the Dean of the Faculty should there be no appropriate department, and in the School of Theology by the full-time faculty with the rank of Associate Professor or Professor.

The Academic Senate will evaluate the situation and make its recommendation to the appropriate Dean for transmission to the President and, if necessary, the Executive Committee of the Board of Trustees.

2. For termination at end of term, notification of termination of services shall be given as early as possible. Such notification should be made in writing by December 15, if possible, and in any event, not later than February 1 of the terminal year.

3. For termination during the term, among the conditions which may justify breaking of term appointments shall be extraordinary circumstances of financial exigency, incompetence, gross insubordination, immorality, conduct clearly inimical to the best interest of the College. If the faculty member so requests, the procedure for hearing set forth in the 1940 Statement of Principles of the Association of American Colleges and the American Association of University Professors will be followed.

B. For faculty members on tenure

Except in the case of retirement for age or under extraordinary circumstances because of financial exigencies, termination for cause shall be in accord with the 1940 Statement of Principles.

VIII. Sabbatical Leaves

A. Applications for sabbatical leave shall be initiated by the faculty member. The application will be passed by the appropriate Dean and forwarded to the Academic Senate. The Senate will evaluate the application and make a recommendation to the appropriate Dean for transmission to the President and the Executive Committee of the Board of Trustees.

B. Sabbatical leaves are granted for one semester at full salary or for one year at half salary. Faculty members who have served not less than six years as full-time Professors, Associate Professors or Assistant Professors are eligible. Normally candidates are selected according to seniority or urgency of petition.

As part of this application the faculty member shall outline in some detail a project of scholarly value to be pursued during his leave.

The teaching load of the faculty member on sabbatical leave is shared by other faculty members except under unusual circumstances.

Applications should originate early enough so that final action by the Executive Committee of the Board of Trustees may be taken no later than January 15 on leaves to begin the following Fall semester, or May 15 on leaves to begin the following Spring semester.

IX. Academic Freedom and Tenure

The Statement of Principles dated January, 1940, of the Association of American Colleges and the American Association of University Professors, which has heretofore been adopted by Hellenic College, is hereby reaffirmed.

X. Amendment of the Act

This Act may be amended by majority vote of the faculties of both Schools, subject to ratification by the Board of Trustees.

The present Act, as amended, has been reviewed and sanctioned by the Board of Trustees with the following proviso: that nothing in the Act may be construed as granting to the Academic Senate any authority that would conflict with the authority vested in the Board of Trustees, its Executive Committee and the President of Hellenic College.

I. GENERAL INFORMATION

A. The Registrar is the college official responsible for the interpretation and implementation of all academic regulations. Questions pertaining to any part of the Academic Policy should be referred to the Registrar.

B. All designations listed below, such as honors, probation, grace periods, etc., will be made part of the student's permanent transcript, and notification shall be sent by the Registrar to the parents or guardian of the student.

II. GOOD STANDING AND PROBATION

A. All students must maintain a Quality Point Average of 2.00 (C) per semester in order to be considered in good academic standing.

B. Less than a 2.00 QPA automatically places a student on Academic Probation (AP).

C. Students will receive written notice of an AP in January for the Spring Semester and June for the Fall Semester.

III. ACADEMIC DISMISSALS, APPEALS AND GRACE PERIODS

A. Students who are on Academic Probation for two (2) semesters, consecutive or not, will receive an Automatic Academic Dismissal (AAD) from the Registrar and be required to discontinue their studies in the College.

B. Students may appeal an Automatic Academic Dismissal to the Dean on the forms provided by the Registrar. The appeal must be filed within ten (10) days of notification of the AAD.

C. The Dean with the concurrence of the majority of the faculty may grant a one semester grace period to a petitioning student. No student may receive more than one grace period during his enrollment at the College.

D. Students receiving a grace period must achieve a minimum QPA of 2.00 for this period. Failure to do so will result in Permanent Academic Dismissal (PAD).

E. Students receiving a Permanent Academic Dismissal must discontinue their studies immediately.

F. Students having a QPA average of less and 1.00 (D) shall receive the AAD immediately, subject to review by the Dean of Faculty.

IV. QUALITY POINT AVERAGES

A. In computing the QPA, the Registrar will give each semester grade a numerical value as listed below, and multiply the figure by the credit value of the respective course, and then divide the total by the sum of credits taken. The resulting figure is the Quality Point Average.

B. Not included in tabulating the QPA, are transfer and summer transfer credits. Directed Summer Courses are included in the QPA.

C. The numerical values of the grades are as follows:

HELLENIC COLLEGE GRADE SYSTEM

GRADE	POINTS	EQUIVALENT
A	4.0	93 and above
A-	3.7	90 - 92
B+	3.3	87 - 89
B	3.0	83 - 86
B-	2.7	80 - 82
C+	2.3	77 - 79
C	2.0	73 - 76
C-	1.7	70 - 72
D	1.0	65 - 69
F	0.0	Below 65

D. Students having a semester QPA of 3.33 (B+) shall be placed on the Dean's list. A QPA of 3.00 (B) but less than 3.33 will place a student on the Honor's list.

E. Students carrying less than thirteen (13) credits are not eligible for either the Dean's List or Honor's List.

V. GRADUATION REQUIREMENTS

A. In order to graduate from the College, each student must have a Cumulative Quality Point Average of not less than 2.00 (C), as well as having completed the credit requirements for the degree. A degree candidate must have completed a minimum of thirty-two (32) credits as a full-time resident student at the College.

B. The Cumulative QPA is computed by adding the QPA for each semester the student has been enrolled and dividing the total by the sum of the semesters.

C. Graduation with honors will be based on the Cumulative QPA as follows:

1. Cum. QPA of 3.75 and above = With Highest Honors.
2. Cum. QPA of at least 3.50 but less than 3.75 = With High Honors.
3. Cum. QPA of at least 3.00 but less than 3.50 = With Honors.

VI. SUMMER TRANSFER CREDITS

A. The Registrar may grant permission to a student to take summer courses at other institutions and grant credit for these courses towards the College's program providing:

1. The School and Course are approved by the Registrar and the Director of Studies.

2. The Student must receive at least a C- (1.66) grade for the course.

B. Students must make formal application to the Registrar and supply him with the official catalogue of the School where the course is to be taken. Permission will be granted for specific courses at approved Schools only. Credits from other than approved Schools and courses will not be accepted for transfer.

C. No student may apply more than eighteen (18) summer transfer credits towards his degree.

D. The Director of Studies may direct a student to take specific summer courses if this is deemed necessary. Grades achieved in Directed Summer Courses will be included in the QPA. Failure to take a Directed Summer Course will result in an (F) for that course on the student's permanent transcript.

VII. MID-SEMESTER REPORTS

A. Each instructor will file with the Registrar on the supplied form, a list of all students in his course who at the mid-semester point are in danger of failing.

B. The Registrar will issue written warnings to each student in this category and record the warning.

C. Changes in program may be made only with the written permission of the Registrar. The formal change of program approved by the Director of Studies, must be filed with the Registrar to complete the transaction. Unless this is done, no credit will be given for an added course, and a failure will be recorded for a dropped course. A student dropping a course without permission of the Registrar will be subject to disciplinary action.

D. No course may be dropped after the third week of semester instruction.

E. An official class list for each course will be issued each semester by the Registrar. No student is permitted to attend a class if his name does not appear on the class list. The faculty is to report to the Registrar any student who neglects to attend class.

VIII. CLASSIFICATION

A. Students of the School are classified according to the following scale:

1. Full-Time Students = students carrying a credit load of not less than thirteen (13) credits.

2. Special Students = students carrying less than thirteen (13) credits.

3. Special Classification = students in a special category who cannot be given regular status such as freshman, etc.

4. Freshman = a full-time student who has completed less than thirty-two (32) credits.

5. Sophomore = a full-time student who has completed at least thirty-two (32) but less than sixty-two (62) credits.

6. Junior = a full-time student who has completed at least sixty-two (62) credits but less than ninety-two (92) credits.

7. Senior = a full-time student who has completed at least ninety-two (92) credits but less than one-hundred and twenty-eight (128).

B. The passing of a student to a higher classification will be based not only on the credits earned, but also on the fulfillment of the required course program. Example: A student who has completed thirty-two (32) credits but has not passed all of the required freshman courses will remain classified as a freshman until he has passed these required courses.

C. No full-time student enrolled in the College may simultaneously be enrolled at another institution. In the School of Theology, written permission of the Dean must be obtained. In no case may more than one course be taken elsewhere per semester, with a maximum of three courses.

IX. ADVANCED STANDING EXAMINATIONS

A. Credit towards the undergraduate degree may be established through Advanced Standing Examinations (ASE) and CLEP.

B. Applicants must have completed at least twelve (12) credits in required undergraduate courses with an average of "C" or better in each course and must be in good academic standing.

C. The total amount of credit that can be applied by ASE cannot exceed twenty (20) credits nor can it be applied toward the final thirty-two (32) credits which must be completed in residence.

D. A grade of "C" or better must be obtained on the CLEP or ASE in order to establish credit. Grades established as a result of the ASE are not included in computing the QPA for only the credit is entered.

E. No student may take an ASE or CLEP examination in any course in which he is currently enrolled.

F. The student must show reasonable proof of his ability to take and pass an ASE or CLEP examination before permission will be granted.

G. Application for the ASE and CLEP examination must be approved on an individual basis and approval will not be granted at the same time for examinations in a sequence of courses.

H. Approval to take the ASE and CLEP examination in any course will depend upon a student's having established credit in all prerequisites for the course in which the exam is to be taken.

I. The fee for an ASE is $5.00 per credit.

J. Students must procure an application for the ASE and CLEP examination from the Registrar and have it approved by the Director of Studies. The application must then be returned along with the required fee to the Registrar who will then make the arrangements. The fee is not refundable.

X. WITHDRAWALS AND LEAVES OF ABSENCE

A. If a student desires to withdraw voluntarily from the School, he must secure an application for withdrawal from the Registrar, obtain the required signatures and file it with the Registrar.

B. If withdrawal takes place after the eighth (8) week of instruction, the marks of "WP" (Withdrew-passing) or "WF" (Withdrew-failing) will be entered on his transcript. Credit will not be granted.

C. In the case of a minor, withdrawal will not be permitted without written consent from his parents or guardian.

D. A student who fails to withdraw in the prescribed manner will not be entitled to an honorable dismissal nor to any refund, and will receive the marks "WF" on all courses carried.

E. Notations will be entered on the permanent transcript as to the standing of the student at the time, such as "withdrew while disciplinary action pending", etc.

F. Reinstatement after withdrawal must be made through the Office of Admissions. If the period the student has been absent from the College is one (1) semester or less, then he may be admitted by reactivating and reviewing his original application for admission. If the period exceeds one (1) semester, then a complete new application for admission must be filed.

G. Leaves of Absence are granted by the School only for extraordinary circumstances over which the student and the College have no control.

H. A leave of absence granted for medical reasons must have certification by the College resident physician on duty, that the student is actually unable to meet the normal student activities required.

I. Procedures for applying for a leave of absence are the same as outlined in section "A".

J. A leave of absence will be granted for one semester, up to a total of two (2) semesters. No student may have a leave of absence longer than two (2) semesters during his years at the College, subject to review by the Dean.

K. A student on a leave of absence may not enroll at another School during that period since he is technically still a student at the College. Failure to observe this regulation will result in disciplinary action.

L. The effective date for withdrawals and leaves of absence is the date the application is filed with the Registrar.